



WASHINGTON STATE
OFFICE OF MINORITY & WOMEN'S BUSINESS ENTERPRISES

Plan To Win ... Workshop For Consultants

Understanding the Request for Proposal (RFP) and Request For Qualifications/Quotation (RFQQ) Documents; Preparing a Winning Proposal

Certified firms are invited to attend a workshop that focuses on understanding the terms and conditions of a Request for Proposal/Request for Qualifications/ Quotation (RFP/RFQQ). Several state agencies will be refreshing their consultant rosters during 2010. Now is the time to ensure that your proposal not only meets all the minimum response criteria, but will receive the maximum evaluation points.

We will review an actual RFQQ issued by a Washington State agency and provide guidance in preparing a response to an RFP/RFQQ . You will learn about:

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|----------------------------|-----------------------------------|
| ✓ Pre-proposal Conferences | ✓ Convenience/Mandatory Contracts |
| ✓ Work Order/Work Request | ✓ General Terms and Conditions |
| ✓ Letters of Intent | ✓ Debriefings |
| ✓ Protests | ✓ WEBS Registrations |

OMWBE has invited contracting officers from [various agencies](#) to co-present this workshop with OMWBE. They will provide information about their agency's specific contracting procedures. You will be able to ask these contracting officers specific questions about their agency's procedures.

This workshop will be presented in [Olympia](#) on the following date:

February 16, 2010 Olympia

Office of Minority Women Business Enterprises

406 Water Street S.W.

Session Time: 9:30 am – 12:30 pm

Registration or Questions: Contact Momi Friedlander at 360-704-1192 or momicf@omwbe.wa.gov

Early registration is recommended as space is limited.

Please plan to attend [the workshop](#)

